

# Reports in the ACT Certification System (ACS) October 2014

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**Board of Senior Secondary Studies  
ACT Certification System (ACS)**

## **ACT Board of Senior Secondary Studies Certification System**

This software enables teachers to enter the college data required for the certification of students in their senior secondary years.

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## How to Use this Document

This document *Using ACS Reports* details all of the reports in ACS and where to find them. Note that not all reports are available to all user roles. Reports are available to all user roles unless specified. Most reports in ACS are generated as PDF files and can be saved or printed. Some reports can also be exported as text files (.csv) which can be imported into spreadsheets or databases for further processing.

Most reports are accessed via the Reports Menu although there are many reports which are accessed via other screens.

Most reports print directly from the report option, but many report options open a screen where a range of criteria for the report may be specified.

You will only be able to access reports that are granted to your user level.

## The Reports Menu

### Student



### Academic Record

Academic record for students. A report can be printed or displayed for an individual student or for a group of students meeting the selected criteria. The criteria selection screen is shown below. The report is generated when the View Report button is clicked.

### Application to Sit Modified AST Papers

AST Application forms for students. Forms are only available for students in the graduating cohort who are attending your college and have been flagged as from a Culturally and Linguistically Diverse background. A single student can be selected or all students may be selected. The report is generated when the View Report button is clicked.

### AST Application Form

AST Application forms for students. Forms are only available for students in the graduating cohort who are attending your college. Must be printed double sided. The selection criteria screen shown below shows the closing date for AST applications. A single student can be selected or all students may be selected. The report is generated when the View Report button is clicked.

This report can only be generated between February and early April each year.

## Secondary College Record

Secondary College Record for a student details the units studied and the grades achieved. It can be printed at any time for students. It should be presented to students who do not achieve a year 12 certificate. To be valid, the report must be printed on an official BSSS Secondary College blank and signed by the principal. A single student can be selected or all students may be selected. The report is generated when the View Report button is clicked.

## Student Information - ACT Electoral Commission

Information to be sent to the ACT Electoral Commission. A report can be printed or displayed for an individual student or for students sorted by group. The report is generated when the View Report button is clicked.

## Student Information - UAC

Personal student information to be sent to UAC. Reports are only available for students in the graduating cohort who are attending your college or certificated. A report can be printed or displayed for an individual student or for the cohort sorted by group.

## College

### AST labels

The labels that can be used for college trial AST exams.

### AST Rolls

The AST rolls that can be used for college trial AST exams.

### Average of Students Unit Scores

The average of a student's unit scores in T courses. Various criteria can be selected.

### Course and Units

List of units in courses. Various criteria can be selected.

### Course List

List of courses. Various criteria can be selected.

### Course Scores by Scaling Group

Student raw course scores by scaling grouping sorted by rank or alphabetical order.

### Courses in Scaling Groups

Scaling groups with courses for the selected year level.

### Courses Studied

List of students with their units and results in courses studied. Various criteria can be selected.

### Courses/Units from Other Colleges

Details of the units studied by a home college student at another college. There is no criteria selection for this report.

### Duplicate Unit Studied

Details of units that have been studied by the student more than once. Students may only be awarded an A to E grade for one instance of a unit, except for R units. There is no criteria selection for this report.

### Frequency Distribution of Unit Grades

Frequency of grades awarded. Various criteria can be selected.

### Grade Summary

List of students and the units in which a selected grade was awarded. Various criteria and sort options can be selected.

### Missing Grades and Scores

List of missing scores and grades. Various criteria can be selected.

## Student List

List of students. Various criteria and sort options can be selected.

## Students Enrolled in Courses

List of students in courses. Various criteria can be selected.

## Students Enrolled in Units

List of students enrolled in a selected unit. Various criteria and sort options can be selected.

## Students with no Units

All students with no unit studied records. There is no criteria selection for this report.

## Unit List

List of units. Various criteria and sort options can be selected.

## Markbook

## Adjusted Assessment Item Marks

Print a list of students who have had assessment item scores amended.

## Adjusted Raw Unit Scores

Print a list of students who have had raw unit scores adjusted.

### Assessment Items with no results

Print a list of markbooks showing Assessment Items where no results have yet been entered.

### Markbook History

Markbook History including adjustments.

### Negative TID List

A list of units with negative TID values, where students have swapped units after Assessment Items have been entered in markbooks.

### Students who Should not have been Graded

A list of students that have been awarded A – E grades that have completed <70% of Assessment Items (AI) (based on AI Percentages in markbooks).

### Unit Studied Records without a Markbook

Print a report that lists Units with Unit Studied Records that are not in a Markbook. There is no criteria selection for this report.

## Moderation

### Individual Student Profile C - W Report

Individual student profile for Moderation Day portfolio submission. Select the Moderation Day, then the course, then the unit, then the student as shown below.

The report generated will be the Individual Student Profile populated with the competencies from the appropriate unit.

### Individual Student Profile M Report

Individual student profile for Moderation Day portfolio submission. Select the Moderation Day, then the course, then the unit, then the student as shown below.

The report generated will be the Individual Student Profile populated with assessment data from the appropriate Markbook.

Explanatory notes are mandatory for M ISPs. You enter explanatory notes by clicking the down arrow which generates a text box for you to type in.



### Individual Student Profile T - A Report

Individual student profile for Moderation Day portfolio submission. Select the Moderation Day, then the course, then the unit, then the student as shown below.

The report generated will be the Individual Student Profile populated with assessment data from the appropriate Markbook.

Explanatory notes are optional for T/A ISPs. You enter explanatory notes by clicking the down arrow which generates a text box for you to type in.

### Presentation Review Proforma

Used for generating the moderation day report for a unit.

### VET

Only TeachVET users and above will be able to access these reports.

### ASBA Certificate Final Check

Lists all the details that will be printed on the student's ASBA Certificate where the college is the RTO. This report should be printed as part of the end of year VET checking processes in colleges. There is no criteria selection for this report.

### ASBA Certificate Receivers

Lists students who have achieved an ASBA where the college is the RTO. Includes option to show the competencies achieved. There is no criteria selection for this report.

### ASBA Student Details

Lists the details of students undertaking an ASBA where the college is the RTO.

### BSSS Units with Competencies

Lists the BSSS units and the competencies that could be achieved for a selected training package and BSSS course.

### Certificate Receivers

Lists students who have achieved a certificate for a selected training package, certificate and year level.

**Certificate Receivers Report**

Year level: All  
 Current year: 2014  
 Output: PDF  
 Training Package: All  
 Certificate: All

### Certificate Requirements

Lists details of certificates and the required competencies for a selected training package.

### Competencies in BSSS Units

Lists certificates and competencies, and the BSSS units in which these competencies could be achieved for a selected training package.

### Enrolment in VET Courses

Lists students enrolled in a BSSS course for a selected training package, year level and BSSS course.

### Statement of Attainment Final Check

Lists all the details that will be printed on the student's Statement of Attainment. This report should be printed as part of the end of year VET checking processes in colleges.

### Statement of Attainment Receivers

Lists students who have achieved a Statement of Attainment for a selected training package, certificate and year level.

### Student Qualification Progress

Lists students and competencies for a selected training package, certificate and year level. If the competency has been achieved, the date achieved is displayed. The report can be sorted by group or campus and there are options to print one page per student, achieved and not yet achieved competencies.

**Student Qualification Progress Report**

Student: [text]  
 Certificate: [dropdown]  
 Group Number: [dropdown]  
 Sort Order: Name  
 Page Breaks: Between students  
 Training Package: All  
 Year Level: All  
 Output: PDF  
 Competency Filter: Show both achieved and not achieved

**Students with No Competencies**

Lists students enrolled in the BSSS course who have not achieved a competency for a selected training package, year level and BSSS course.

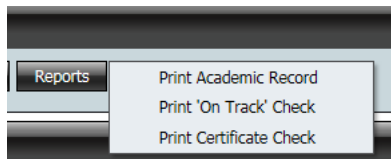
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## Students Menu

Only Edit users and above will be able to access these reports.

### Units and Courses

On the Units and Courses screen a Report button provides access to the following reports as shown.



#### Academic Record Report

Academic record for the current student.

#### On Track Report

Until the beginning of December this routine will check to see if the student is 'On Track' to meet Year 12 Certificate and TES requirements. It does not check for final unit grades and scores, course scores or the existence of AST results. The Certificated and Tereqsmet Flag are not set.

The 'On Track' flags are used in the preliminary scaling of AST.

After the 30 November this routine will be disabled, and the 'On Track' flags will NO longer be updated.

#### Certificate Check Report

This routine will set the flags if the student has met the requirements for Year 12 Certificate and TES. The student will have the certificated flag set if the only error in their package is missing course scores.

#### Details

On the Student Details screen a Report button provides access to the same reports as shown above.

## Scaling Groups Menu

Only Edit users and above will be able to access these reports.

### Unit Grades and Scores

#### Scaling Group List Report

Once a scaling group list is selected and displayed in the Unit Grades and Scores screen the Print button action prints the scaling group list.



Before the report is printed the criteria screen below allows the selection of columns to be displayed on the report, the sort order of information and the inclusion of histogram graphs.

**Print Scaling Group List**

**Print Scaling Group List**  
Biology & Food Sci Yr 11

Select Columns

- Student Names
- Temp scores
- Raw scores
- Final scores
- Z Scores

Sort By

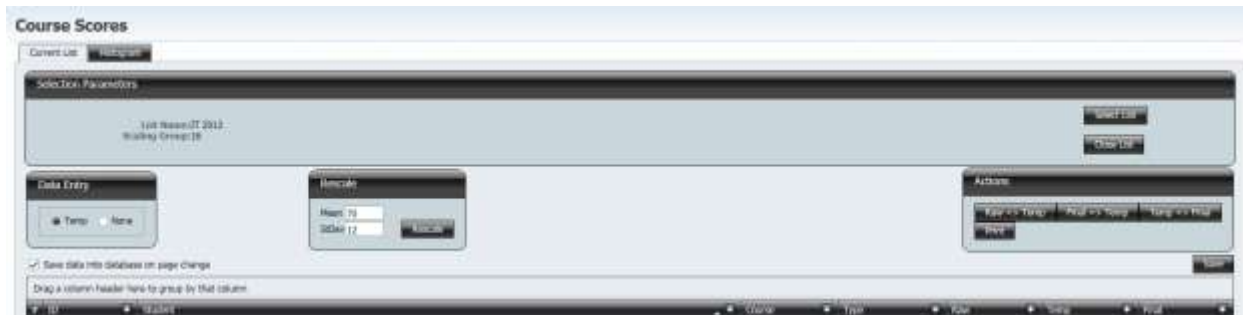
Alpha
  Class
  Unit
  Rank (Raw)
  Rank (Temp)
  Rank (Final)

No Histograms

### Course Scores

#### Course Scores Report

The Course Scores Report is accessed by the Print button on the Course Scores screen as shown below.



## EOY Processes Menu

Only Edit users and above will be able to access these reports.

### Course Types

#### Check/Change Course Type Report

The Check/Change Course Type Report shows the course type (Double Major, Major Minor, Major, Minor or Unknown) for each student's course.

When the "Change Course Type" options are selected the report includes the processing that has occurred.

The report is generated when the Process button is clicked.

### Flags for Certification

#### On Track Report

Until the beginning of December this routine will check to see if students are 'On Track' to meet Year 12 Certificate and TES requirements. It does not check for final unit grades and scores, course scores or the existence of AST results. The Certificated and Tereqsmet Flag are not set.

The 'On Track' flags are used in the preliminary scaling of AST.

After the 30 November this routine will be disabled, and the 'On Track' flags will NO longer be updated.

The report is generated when the On Track heading is clicked.

#### Certification Check Report

This routine will set the flags for students who have met the requirements for Year 12 Certificate and TES. Students will have the certificated flag set if the only error in their package is missing course scores.

The report is generated when the Certification Check heading is clicked.

### Calculate Course Scores

#### Calculate Course Scores Report

This report shows the course scores and how they were calculated. The report is accessed by clicking the Report button on the Calculate Course Scores screen.

## Calculate Course Scores

### Calculate Course Scores

This page allows for the calculation of raw course scores for T courses. There is the option to set raw course scores to zero. If the course score has been manually fixed these routines will not change the raw course score.

Scaling Group:

### Course Scores

Calculate raw course scores in the specified scaling group.

Set raw course scores in selected scaling group to zero.

### Report

View a report showing course scores